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12 April 1965

MEMORANDUM FOR: Chief, Administrative Staff, DD/I

SUBJECT : Records Retirement

1. The following report is submitted in response to a memorandum from the Assistant Deputy Director (Intelligence) dated 12 March 1965:

	<u>December</u> <u>1964</u>	<u>March</u> <u>1965</u>	<u>Total</u>
Records Destroyed	1,634.1 cu. ft.	1,035.5 cu. ft.	2,669.6 cu. ft.
Records Retired	735 cu. ft.	554 cu. ft.	1,289.0 cu. ft.
Equipment Returned to Stock:			
4 Drawer Legal Cabinet w/ combination lock	20	64	84
5 Drawer Card Safes w/ combination lock	17	-	17
2 Drawer Legal Cabinet w/ combination lock	1	-	1
Telefunkens Dictating/ Transcribing Machines	-	37	37
Dictaphone Dictating/ Transcribing Machines	-	36	36
Miscellaneous Equipment (Including Manual and Electric Typewriters, Flexo- writers, Tub Files, Projectors, etc.)	59 Items	185 Items	244

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GROUP 1
Excluded from automatic
downgrading and
declassification

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2. A special examination of the Office of Central Reference records holdings and a review of Record Control Schedules to reduce retention periods when possible is in process.

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Chief, Administrative Staff, OCR

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